

TCAM Position: Assistant Director, Compliance
Job Location: Boston, MA
Positions Available: 1
Position Type: Part-time (hourly), temporary
Start Date: June 2017
Salary: Depends on experience

TCAM is a growing company providing asset management and advisory services to companies, non-profit organizations and government agencies throughout the affordable housing industry. TCAM's work environment is fast-paced and dynamic. We are headquartered in Boston with an office in Washington, DC.

Job Responsibilities: The Assistant Director, Compliance will work in the completion of a variety of tasks related to LIHTC, HOME, CDBG, state tax credit, and/or other regulatory compliance. The required tasks may include:

- Tenant file reviews
- On-site property inspections
- Annual recertification file reviews
- Review of annual owners' certifications

The Assistant Director, Compliance should possess a high level of knowledge of the compliance restrictions associated with all major affordable housing programs and resources, including LIHTC, HOME, CDBG, Section 8, HUD financing, Section 202, RD, the Fair Housing Act, and tax exempt bonds. S/he must be able to independently oversee review and oversight projects to ensure compliance, and must have direct prior experience supervising and training others to do so.

This temporary position will be based out of TCAM's headquarters in Boston, with some possibility for remote work. The position will be paid at a level commensurate with experience, but relocation assistance is not available.

Mandatory Requirements:

- A minimum of 10 years of experience in affordable housing program compliance
- Training in and experience with the fundamentals of affordable housing asset management
- At least 3 years of supervisory experience, including leading teams of in multiple locations
- A demonstrated track record of contract management and coordination of client accounts
- Ability to work well with others, including colleagues at other locations
- Ability to manage and organize large volumes of information
- Excellent written and oral communication skills in English
- A high degree of professionalism
- Excellent organizational and analytical skills

Preferred Requirements:

- A record of leadership in the affordable housing industry
- Experience reviewing, selecting, and/or customizing software systems for LIHTC compliance

For consideration, please forward your resume, cover letter, and availability (start and end dates) via email to hr@tcamre.com. Please use position code "**Compliance Position**" in the subject line of your email.